



Punjab Government Gazette

Published by Authority

No. 30]

CHANDIGARH, FRIDAY, JULY 25, 2025 (SRAVANA 3, 1947 SAKA)

PART I

Punjab Government Notifications and Orders

GOVERNMENT OF PUNJAB

DEPARTMENT OF HOUSING & URBAN DEVELOPMENT

(HOUSING-2 BRANCH)

NOTIFICATION

The 9th July, 2025

No. H-U-12020/222/2025-6HG2/756.-Whereas the Government of Punjab had framed a policy vide Notification No. 17/17/2001/511g/311 dated 11.01.2008 for conversion of industrial plots falling in Industrial Focal Points/ Industrial Urban Estates set up by the Govt. or its agencies for conversion from industrial use to non-industrial use. This policy was further amended vide Notification No. 17/17/2001/5Hg2/TF/3031 dated 20.08.2013, notification no. 17/17/01-5Hg2/836008/1 dated 08.09.2016 and notification no. 17/17/01-5Hg2/ 1270 dated 28.09.2021 but the policy could not achieve the desired results. Therefore, Government of Punjab, Department of Housing and Urban and Development has amended the conversion policy vide Notification No. H-U-12020/222/2025-6HG2/ I/1138973/2025 dated 30.06.2025.

Since, multiple amendments in the conversion policy has been notified from time to time, hence, Governor of Punjab, for the ease of general public, is pleased to notify, a consolidated notification covering all the provisions of conversion policies with minor amendments, as mentioned below.

1. Applicability

This conversion policy shall be applicable for the conversion of industrial plots falling in industrial focal points/ industrial urban estates set up by Government/ its agencies and in industrial park developed by private developers to the extent as mentioned in this policy.

2. Eligibility

The industrial plots should have been allotted at least five years prior to the date of submission of application for conversion under this policy.

3. Use Permitted for Conversion of Industrial Plot (Individual Conversion):

A. Conversion of Industrial Plots (Individual Conversion) shall be permitted for the industrial plots falling in industrial focal points/ industrial urban estates set up by Government/ its agencies and in industrial park developed by private developers for the uses as mentioned in the Table-1,

subject to the fulfilment of development norms and on the payment of requisite charges as mentioned in the said table.

Table-1

Sr. No.	Uses Permitted	Approach Road	Minimum Plot Size in Sq. yd.	Conversion Charges (%age of Industrial Reserve Price)
a.	Commercial	100' - 0"	4000	50%
b.	Hotel	60'-0"	2500	20%
c.	Hospital	45'-0"	400-1000	20%
		60'-0"	Above 1000	
d.	Banquet Hall	60'-0"	2500	20%
e.	EWS/ Industrial worker housing (Max 50 SQM flat)	60'-0"	2500	10%
f.	Hostel/ Rental Housing	60'-0"	2500	10%
g.	Office	60'-0"	1000	20%
h.	Institute	60'-0"	1000	10%

The building controls such as Ground Coverage, FAR, Building Height, Parking norms and other parameters shall be governed by Punjab Urban Planning and Development Building Rules, 2021 or as amended from time to time.

- B. The conversion of the industrial plots may be allowed subject to the fulfilment of following conditions: -
- The Hotel, Hospital, Hostel/Rental Housing, Institute and EWS/Industrial worker housing shall be allowed only on those industrial plots where there is no existing red category industry falling within 100 meters.
 - In case any red category industry is proposed to be set up within 100 meters after the establishment of any of the purposes mentioned above, the industrial unit shall be required to provide a minimum 15-meter-wide green buffer consisting of broad-leaf trees on the side facing such development.
 - Minimum 15 days public notice in press for inviting objections to the conversion is mandatory. The decision to allow the conversion of the industrial plot for the purposes mentioned above will be taken after considering objections received, if any, at the Government level.
 - The norms and guidelines of the Punjab Pollution Control Board shall be applicable for the conversion of industrial plots to the purposes as mentioned above.
 - Basement/ stilt parking shall be compulsory for all plots converted into non-industrial purpose.
 - Maximum up to 10% of the total FAR of Hotel site can be used for commercial purpose within the main hotel building envelop itself, in case of Hotel with Five-star rating.
 - In case of industrial plot in privately developed Industrial Park, NOC of the promoter is mandatory.
- C. Payment Schedule (Individual Conversion)
- 50% conversion charges + 5% SIF of the total conversion charges shall be taken at the time of conversion of Industrial Plot. The balance 50% of total conversion charges shall be taken at the

time of approval of Building Plans, with simple interest at the rate of 12% per annum. Social Infrastructure Fund (SIF) charges shall be deposited with Chief Administrator PUDA, SAS Nagar and conversion charges shall be deposited in the state treasury. It is further clarified that the conversion charges shall be payable to Government Treasury and SIF charges shall be deposited with Chief Administrator PUDA, Mohali as "Social Infrastructure Fund".

- ii. In case of Individual Conversions of plots falling **under Private Industrial Parks**, the owner of the plot has to pay 2% surcharge on total conversion Fee. In addition to this, the plot owner has to pay conversion charges to Individual Conversion as fixed and as stated above.

Note:- It is further clarified that in all the Cities/Towns/Master Plans where private industrial parks are developed by the private developers, there the highest reserve price of industrial use fixed by the Govt. agency in that city/town/Master Plan shall be considered for calculation. However, if the industrial plot is located in some private industrial park where no fixed reserved price exists then the reserve price of the nearest industrial estate developed by some govt. agency or collector rate of that area, whichever is more, shall be considered.

4. Conversion of Industrial Plot to Industrial Park/Business Park

- A. The Conversion of Industrial Plot to Industrial Park/Business Park shall be permitted for following uses as per the compatibility of uses and as per the provisions of Master Plan and the provisions of the different policies of the Department as mentioned in Table-2 below: -

Table-2

Sr. No.	Industrial components	Residential components	Commercial components
a.	All categories of Industries (compatible with surrounding land uses and as per provisions of Master Plan)	Group Housing/ Plotted Residential, Institute	All commercial activity including retail shopping, multiplex, shopping mall, Institute
b.	IT Industry		
c.	Hotel and Banquet Hall		
d.	Hospital		
e.	Offices		
f.	EWS/ Industrial Worker's Housing (maximum upto 50 sqm)		
g.	Rental Housing /Hostel		

- B. The conversion of an Industrial plot to Industrial Park/Business Park shall only be allowed in the Industrial Estate developed by Government/ its agencies subject to the following conditions: -
 - i. Conversion of Industrial Plots to Industrial Park/Business Park along with entry/ exit shall be allowed on minimum 100 feet wide internal approach road falling within the Industrial Estate/ Industrial Park/ Focal Point or as the case may be with minimum plot size of 40000 sq yard in the ratio of 60:30:10

- (Industrial: Residential: Commercial) as per amended Industrial Park Policy dated 19.06.2019.
- ii. These Industrial Parks shall be exempted from the provisions of the Punjab Apartment and property Regulations Act, 1995, whereas section 5(11), section 6 to section 20, section 32 and, section 36 to Section 39 of the Act ibid shall continue to apply.
 - i. FAR and ground coverage shall be as per applicable Building Rules/ Development Controls for each component of the park. The FAR of one component cannot be transferred to any another component. However, higher FAR may be allowed on payment as per policy of the Department of Housing and Urban Development.
 - ii. The Entrepreneurs shall have to first develop industrial estate and at-least 50% industrial plots will have to be ready for possession before Residential Component and Commercial Component are allowed to be used/ sold/ allotted/ rented/ leased etc.
 - iii. Hotel and Banquet Hall, Hospital, Offices, Rental Housing/Hostel may be allowed in the Industrial Park/Business Park in the ratio of 10% of the Industrial Component in the Industrial Park/Business Park up to 50 Acre, 15% of the Industrial Component in the Industrial Park/Business Park above 50 Acre and up to 100 Acre, 20% of Industrial Component in the Industrial Park/Business Park above 100 Acre and up to 150 Acre and 25% of Industrial Component in the Industrial Park/Business Park above 200 Acre.
 - iv. Industrial Parks with a Residential Component except Hostel/ Rental Housing or EWS/ Industrial worker housing shall have only green category units and distance between industrial area and other areas will be in accordance with norms/ guidelines, issued by Punjab Pollution Control Board from time to time.
 - v. Necessary clearances from various central/ state agencies will have to be obtained by the developers as per statutory requirements and on payment of such prescribed fees as required under the law.
 - vi. An industrial park shall come up as one unit at single geographical location and shall be developed in contiguity. However, public service which already exists such as road, canal, park etc. shall not be construed to break the unity & contiguity of the park.
 - vii. Minimum 15 days public notice in press for inviting objections to the conversion is mandatory. The decision to allow the conversion of the industrial plot for the purposes mentioned above will be taken after considering objections received, if any, at the Government level.
- C. Conversion charges for Industrial Park:
The Conversion charges for Industrial Park shall be 12.5% of Industrial Reserve Price.
- D. Payment Schedule:
- i. The 25% of the total conversion charges and 5% as SIF of total conversion charges shall be payable at the time of approval of conversion. The balance 75% of the total conversion charges shall be payable in installments as fixed under PAPRA Project.
 - ii. The conversion charges shall be payable to Government Treasury and the SIF charges shall be deposited with Chief Administrator PUDA, Mohali as "Social Infrastructure Fund".

5. Competent Authority

The competent authority for grant of various approvals under conversion policy shall be asper below:-

Sr. No.	Category	Competent Authority
a.	Conversion of Industrial Plot	Government in Department of Housing and Urban Development. The case shall be processed by

		concerned Senior Town Planner, HUD
b.	Building Plan approval or Partial completion/ completion or Occupation Certificate of individual converted plot	Concerned Senior Town Planner, HUD
c.	Layout Plan of Industrial Plot converted into Industrial Park/ Business Park	As per the Delegation of Power issued vide notification no 18/30/09-5Hg2/ 853 dated 12.06.2023
d.	Zoning Plan of plot converted into Industrial Park/ Business Park	Concerned Senior Town Planner, HUD
e.	Partial completion/ completion of plot converted into Industrial Park/ Business Park	Chief Administrator of Concerned Development Authorities of HUD

6. General Notes:

- i. This policy shall only be applicable on free hold plots.
- ii. This policy is issued in supersession of the earlier policies issued vide notification No. 17/17/2001/5Hg/311 dated 11.01.2008, as amended by Notification No. 17/17/2001/5Hg2/PF/3031 dated 20.08.2013, Notification No. 17/17/01-5Hg2/836008/1 dated 08.09.2016, Notification No. 17/17/01-5Hg2/1270 dated 28.09.2021 and Notification No. H-U-12020/222/2025-6HG2/I/1138973/2025 dated 30.06.2025.
- iii. This policy shall come into force from the date of its notification.

Chandigarh
The 9th July, 2025

VIKAS GARG, IAS
Principal Secretary, Govt. of Punjab
Department of Housing and
Urban Development

APPLICATION FORM
for conversion of industrial plots to other uses as per
Conversion Policy of Department of Housing and Urban Development, Punjab

1. Applicant's Detail:

- Name of the Plot Owner/Applicant: _____
(PAN Card and Aadhaar Card to be enclosed)
- Address: _____
- Contact No.: _____
- Email ID: _____

Self-Attested
Passport Size
Photo of the
applicant/
Authorized
signatory

2. Firm/Company's Detail:

- Name of the Firm/Company: _____
(Documents to be enclosed)
- Authorized Signatory _____
(Document of Authorized Signatory to be enclosed)
- Address: _____
- Contact No.: _____
- Email ID: _____

3. Plot Details

- Plot Number: _____
- Plot Size (in Sq. Yards): _____
- Width of approach Road (in feet): _____
- Name & Address of Industrial Park/
Estate/Focal Point: _____
- Industrial Park/Estate/Focal Point
Developed by: Private ☐ Government Agency ☐
- Name of Agency/ Promoter _____

4. Ownership/Allotment details

- Name of the Owner/Allottee: 1. _____
2. _____
3. _____
- Date of first allotment of plot: _____
(Proof of first allotment of plot to be enclosed)
- Date of allotment/attaining ownership
in the name of the applicant: _____
(Proof of ownership to be enclosed)

5. Purpose of Conversion

Industrial Plot to Individual Use:

Yes ☐No ☐*(If yes, mention the use)***or**

Industrial Plot to Industrial Park:

Yes ☐No ☐

6. No. & Date of NOC & NDC obtained from

Private Developer/Government Agency: _____

(Copy of NoC & NDC to be enclosed)

7. Processing Fee.:

Rs. _____ DD. No. _____

Bank Name: _____ Date _____

8. Declaration:

- I/We certify that the information provided by the undersigned is true and correct. In case of any information/documents submitted by the undersigned are found to be incorrect/frivolous than I/we shall be liable for legal action as per the law and my application/approval may be rejected/cancelled.
- I/We have gone through the policy and undertake to abide by the provision of this policy.
- I/we shall deposit all the conversion charges as levied in this policy or to be levied by the Government from time to time.
- I/We shall construct the building on site after obtaining the building plans approval and other necessary approvals from the concerned Competent Authority and strictly as per the Building Bye laws of the Department.
- I/We shall demolish/alter the building or part thereof, if required, as per the Building Bye laws of the Department, before the approval of building plan/layout plan.
- I/We have enclosed the requisite documents for conversion of Industrial plot to other uses as defined in the Policy. If any other document is required/ demanded by the Department, I/We shall be bound to furnish the same.

Date:

Signature:

Name of Authorized Signatory:

CHECKLIST**FOR APPLYING FOR CONVERSION OF INDUSTRIAL PLOT(S) TO OTHER USES**

1. Duly signed application form
2. Allotment/Ownership Documents (Conveyance Deed/ Registry) in the name of the applicant/owner
3. Allotment/Ownership related documents of first Owner
(to verify that the industrial plots should have been allotted at least five years prior to the date of submission of application for conversion under this policy)
4. Site Plan and Location Plan, as per the approved Layout Plan of the concerned Industrial Park/Estate/Focal Point.
5. NOC and NDC from allotting Agency/Authority/Promoter.
6. List of Directors, Memorandum of Articles (In case of a company/firm)
7. Resolution of Company/Firm regarding Authorized Signatory
8. Copy of Approved Building Plans *(In case building is already constructed on site)*
9. Demand Draft for Processing fee @ Rs. 7500 for first acre and Rs. 1500 for subsequent acres, in the favor of concerned District Town Planner.

Standard Operating Procedure (SOP)

The following SOP ensures timely, transparent, and consistent processing of applications related to Conversion of Industrial Plot(s) under Conversion Policy dated: _____:

I. CONVERSION OF INDUSTRIAL PLOT(S)

Step 1: Submission of Application

1. The applicant shall submit the Application Form-A along with required documents as per Checklist, to the concerned District Town Planner, with a copy to the concerned Senior Town Planner, HUD for information.
2. The applicant shall pay a non-refundable processing fee of Rs. 7,500 per Acre for first Acre and Rs. 1,500 per Acre for subsequent Acres, via demand draft in favor of the concerned District Town Planner.

Step 2: Initial Scrutiny (10 Working Days)

1. The District Town Planner shall scrutinize:
 - Overall application and attached documents.
 - Eligibility criteria in terms of Ownership/Allotment as per Conversion Policy.
 - Field report and verification regarding fulfilment of siting criteria as per the provisions of the Conversion Policy, Zoning Regulations (plot size, road width, frontage) and overall permissibility of the proposed use (Site surroundings).
 - Verify the approved building plans in compliance with Building Rules, if any structure is already constructed on site.
 - Check the NOC/NDC from allotting agency/ authority/ private developer.
 - Get NOC from PPCB with regards to any Red category within 100m or Hazardous Industry (MAH) within 250m radius of the plot.
 - If there are any objections, the applicant is informed accordingly. In case of incomplete or non-compliant applications, the applications are rejected with reasons. Applicants may resubmit after addressing deficiencies.
 - If the District Town Planner is satisfied, the complete case shall be forwarded to the concerned Senior Town Planner, HUD with recommendations.

Step 3: Detailed Evaluation (6 Working Days)

1. The Senior Town Planner, HUD shall:
 - Scrutinize the overall case in compliance with Conversion Policy, Building Rules, Zoning Regulations and any other applicable policy/rules of the Department of Housing and Urban Development.
 - If there are any objections, the District Town Planner is informed accordingly. Applicant shall resubmit the case to the concerned District Town Planner after addressing the objections.
 - If the Senior Town Planner is satisfied, the information regarding conversion of plot(s) is published in the local newspapers for inviting objections from general public within 15 days. The expenses of the Public Notice shall be borne by the applicant/plot owner.

Step 4: Public Notice (20 Working Days)

- After completion of 15 days notice period, the objections, if any, are compiled.
- Accordingly, a gist of the objections along with comments/ recommendations of STP (HUD) shall be forwarded to Director, Town and Country Planning, Punjab for consideration and for forwarding the same to the Government in the Department of Housing and Urban Development for decision.
- The Government may accept/reject the objections, with conditions, if any, based on the recommendations of the concerned STP, HUD. STP shall communicate the same to the objector, with reason.

Step 5: Final Approval (5 Working Days)

- The Government in the Department of Housing and Urban Development may approve or reject the application for conversion of Industrial Plot.
- If the case is rejected by the Government, the concerned STP, HUD shall convey the same to the applicant with reasons. The decision of the Government shall be final.
- If the case is approved by the Government, a demand notice is issued to the applicant by STP, HUD. The applicant must pay conversion charges as

applicable. The concerned STP, HUD shall issue a formal approval letter on the terms and conditions as deemed necessary.

Note: The Competent Authority may seek any other relevant documents, if it feels necessary, at the time of approval of conversion of plots, or at the time of approval of Building Plans/Layout Plan, as the case may be, on a case-to-case basis, as required.

- II. **Building Plans (In case of Individual Plots)/ Layout Plan (In case of conversion into Industrial/Business Parks)**: As per Delegation of Powers dated: 12.06.2023 and amendment dated: 14.03.2024 (or as amended from time to time), as applicable at the relevant time for particular project. Timeline shall be as notified under Punjab Transparency and Accountability Act, 2018 (as amended from time to time).